

Miami-Dade Property Appraisal Department
Public Service Division
111 NW 1st Street, Suite # 710
Miami, FL 33128

Separation Request Form

Step ①

Folio : <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Real Estate Parcel Identification Number.	Property Address (Provide multiple addresses if assigned)
Is parcel vacant? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, how many building structures / units on parcel ? <input style="width: 50px;" type="text"/>	
Does Unity of title exist on parcel described above? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for separation request: <input style="width: 90%;" type="text"/>	

Step ②

All Separation requests require the following:
<ul style="list-style-type: none">▪ All taxes must be paid prior to separation.▪ Owner must complete, sign, date and have this form notarized.▪ Submit legal descriptions and survey(s) for each parcel, as they would appear after separation.▪ If subject is a condominium, owner must submit a letter from the Condominium Association acknowledging owner's separation request and property's physical status as two separate living units. Must provide main entrance unit number and total bed/bath count for each unit and floor plans or design reflecting current physical changes (if available).
<i>Notification</i>
<p>The Property Appraiser reserves the right to investigate and inspect the premises to confirm its status. If property is mortgaged, property owner must notify all mortgagees associated with the properties listed above. Once the requested information has been provided to our office it will be subject to review. The Property Appraiser may request property owner to provide a letter from the Planning & Zoning Department acknowledging and agreeing to property owner's separation request. Owner acknowledges conditions of separation and includes it with separation request. Meeting the above conditions does not imply approval of separation.</p>

Step ③

* Current owner(s) of record or their attorney (with a power of attorney) must sign request.	
Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/>
Print Name: <input style="width: 90%;" type="text"/>	Tele.No.: <input style="width: 150px;" type="text"/>
If ownership is in a company name, print name, your title and company name.	

Step ④

The foregoing instrument was acknowledged this _____ day of _____, 20____ by _____, who is personally known to me or has provided _____ as identification and who did/did not take an oath.

Office Use Only: Check box below if attached		Effective tax year _____
Survey: <input type="checkbox"/>	Legal Descriptions: <input type="checkbox"/>	Letter from Planning & Zoning <input type="checkbox"/>
Homeowner's Assoc. <input type="checkbox"/>	Deed <input type="checkbox"/>	Other: _____

Notary Public
State of Florida
Print name:
